**Title IX Reporting Process**

Title IX is a law that intends to protect people from discrimination based on sex in education programs or activities that receive Federal financial assistance. The law requires that a complainant who is alleging sexual harassment submit a complaint in order to initiate the grievance process.

This form was created to serve as the means by which a complainant can file a complaint. Filing a complaint will initiate the process related to the reported allegations which includes initiating an investigation and/or initiating the informal resolution process. Once you complete the form, please send it to: *complaints@morrisbrown.edu*

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Preferred Method to Contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Status: [ ]  Student [ ]  Employee - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [ ]  Other - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Basis of Complaint: [ ]  Harassment [ ]  Discrimination [ ]  Unfair Action/Violation of Rights

[ ]  Age [ ]  Genetic Information [ ]  Gender/Sex [ ]  National/ethnic Origin [ ]  Citizenship Status

[ ]  Race/Color [ ]  Religion/Creed [ ]  Sexual Orientation [ ]  Marital Status [ ]  Veteran Status

[ ]  Gender Identity/Expression [ ]  Pregnancy [ ]  Other - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Complaint filed against: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. What was the date of occurrence and what specific behavior, condition, or violation of policy or procedure occurred which you consider discriminatory, harassing or unfair/violated your rights?
2. Please describe any other circumstances in which you will/have had contact with the person you believe has discriminated, harassed, or treated you unfairly/violated your rights?
3. Have you brought this matter to the attention of any other office/department?

[ ]  NO

[ ]  YES – Please explain: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. How have you been adversely affected by this situation?
2. What specific action have you taken for informal resolution? What was the outcome of these efforts?
3. What specific remedy do you request?

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Filed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_